



Head Office, Hospital Street, Rabat RBT 1043, MALTA  
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## **Opening Up Access to Digital Camera Usage in the National Archives Reading Rooms**

Dear Researcher

As part of our incessant efforts to simplify access to our holdings, the National Archives is permitting digital photography in the reading rooms subject to the conditions below. The aim is to assist readers with their research by permitting and regulating the use of digital still cameras. Physical condition, copyright issues, donor restrictions, curatorial decisions, and other factors may limit or prohibit such photography.

All photographs taken are for personal study and research purposes only. Researchers are responsible to abide by these rules and use the resulting images in line with all other legal provisions and ethical considerations.

1. Any researcher wishing to use his/her digital camera to produce images of records held by the National Archives of Malta for his/her personal bona fide research and study may do so. This applies to all material held by the archives except those record fonds, series, or items excluded from this policy. A list of such records is attached to this policy and on exhibit in the reading rooms.
2. The National Archives of Malta may limit or prohibit such photography in view of physical condition considerations, copyright issues, donor restrictions, curatorial decisions, and other factors.
3. Generated images cannot be used commercially. Published information or text derived from records at the NAM, has to be credited as such.
4. It is the responsibility of each researcher to keep complete and accurate citations for all items photographed.
5. Only cameras (not cases) may be brought into the reading room.
6. All photography will be conducted using ambient lighting. No tripods, flash, or copy stands may be used. Audible features on the camera must be turned off. Scanners are prohibited.
7. Materials must be handled properly and with great care. Bound volumes must be supported by a book cradle, unless otherwise instructed. No pressure beyond book weights, snakes, or other items provided by the National Archives may be applied to the bindings, text block, or any other material. Loose manuscript material must remain in its folder and kept in order at all times. Documents must be kept flat on the table. Fastened items may require special handling and, in this case, one must seek the assistance of the Reading Room staff, which assistance is to be sought before starting the photography. Records may not be removed from plastic sleeves.



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8. No pictures may be taken of the room, researchers, or staff.
9. The National Archives reserves the right to obtain a digital copy of any images obtained by the researcher under this policy.
10. Black backing cardboard which aids in photography is available at the desk if required.

## **EXCLUDED FONDS OR ITEMS**

### **Rabat Repository**

- All photographic items (particularly the PHO fond)
- All maps and drawings (particularly the PDM fond)
- The Farmers' Registration Records

### **Mdina Repository**

- The Charles Camilleri Bequest

### **Gozo Repository**

- All photographic items (PA fond)
- All maps and drawings (PM fond)
- Medical and Health (MH fond)
- Hospital Institutions (HI fond)